

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA  
OFFICE OF THE CLERK**

**EMPLOYMENT OPPORTUNITY**

|                         |                                |                        |                          |
|-------------------------|--------------------------------|------------------------|--------------------------|
| <b>Position:</b>        | Divisional Team Leader         | <b>Announcement #:</b> | 15-CO-07                 |
| <b>Appointment:</b>     | Full-time, Permanent           | <b>Location:</b>       | Bluefield, WV            |
| <b>Starting Salary:</b> | CL-27 (\$46,835 - \$76,152)    | <b>Open To:</b>        | All qualified applicants |
| <b>Opening Date:</b>    | April 3, 2015                  |                        |                          |
| <b>Closing Date:</b>    | Position is open until filled. |                        |                          |

**JOB SUMMARY:**

The Divisional Team Leader performs supervisory work related to the full range of court operations activities at a divisional office of the court. The incumbent serves as the highest ranking on-site employee of the Clerk's Office and is a first-line supervisor over multiple areas of court operations, including case administration, jury administration, records/mail management, financial administration, courtroom support, judicial support, etc. The Divisional Team Leader primarily directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls.

**REPRESENTATIVE DUTIES:**

- Supervise employees involved in operational activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Maintain accurate documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Oversee all functional components of the divisional Clerk's Office, including intake, docketing, records, appeals, jury, finance, and chambers support.
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Arrange for or provide CM/ECF employee training. Assist attorneys and their staff with electronic case and document filing. Oversee records and mail management activities.
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for divisional office financial records, supervision of the issuance of receipt stock, the review of mail logs, and the submission of juror attendance records.

- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques, including those governing trial schedules. Monitor and oversee records maintenance, storage, and control, release and certification of official records, management of physical resources, and space layout. Supervise jury and juror processing, procedures, and administration. Monitor compliance with standards and internal control procedures.
- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the divisional office and implementing and monitoring strategic plans for the accomplishment of goals.
- Advise attorneys on procedural matters related to the filing of pleadings, and execute and supervise the execution of quasi-judicial duties such as the entry of default judgments.
- Implement and monitor CM/ECF procedures, including automated case assignment, docketing, and calendaring. Coordinate activities with the chief deputy clerk, operations administrators, computer services, and data quality analysts to ensure systems training and quality control of all automated entries.
- Participate in budget preparation. Verify specific needs and costs and recommend changes and adjustments. Conduct periodic budget reviews for the office.
- Coordinate the work of the divisional office with other governmental agencies, court units, the Bar and the public.
- Compile, reconcile, and report statistical information on a regular basis both online and via reports, and coordinate data reporting with the court's statistical analyst.
- Work closely with other court management in the coordination of courtroom deputies, magistrate judge clerks, and case management clerks to ensure appropriate coverage.
- Communicate and respond to management requests regarding operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties

## **QUALIFICATIONS:**

Completion of a bachelor's degree from an accredited college or university is required. Five years of management experience may be substituted for the bachelor's degree. Additionally, two years of specialized experience is required, one year of which was equivalent to, or higher than work at the CL-26 level. Specialized experience includes:

- Evaluating and implementing process improvements for all aspects of case administration.
- Financial reporting, procurement processes, records management, and financial transactions.
- Knowledge of courtroom proceedings and applicable requirements. Ability to be flexible and adapt to potential juror needs and problems, as well as the judge's preferences.
- Providing supervisory and employee performance management principles.
- Use of automated equipment, including word processing and spreadsheet applications, court computer programs, automated case management, financial, records management, jury and other related databases and applications.

## **EMPLOYEE BENEFITS:**

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

## **INFORMATION FOR APPLICANTS:**

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

## **APPLICATION PROCESS:**

Submit a cover letter and current résumé to the email or mailing address below. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #15-CO-07**.

U. S. District Court –West Virginia Southern District

Attn: Vacancy # 15-CO-07

P.O. Box 2546

Charleston, WV 25329-2546

Email: [korin\\_parsons@wvsd.uscourts.gov](mailto:korin_parsons@wvsd.uscourts.gov)

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

*The United States District Court is an equal opportunity employer and values diversity in the work place.*